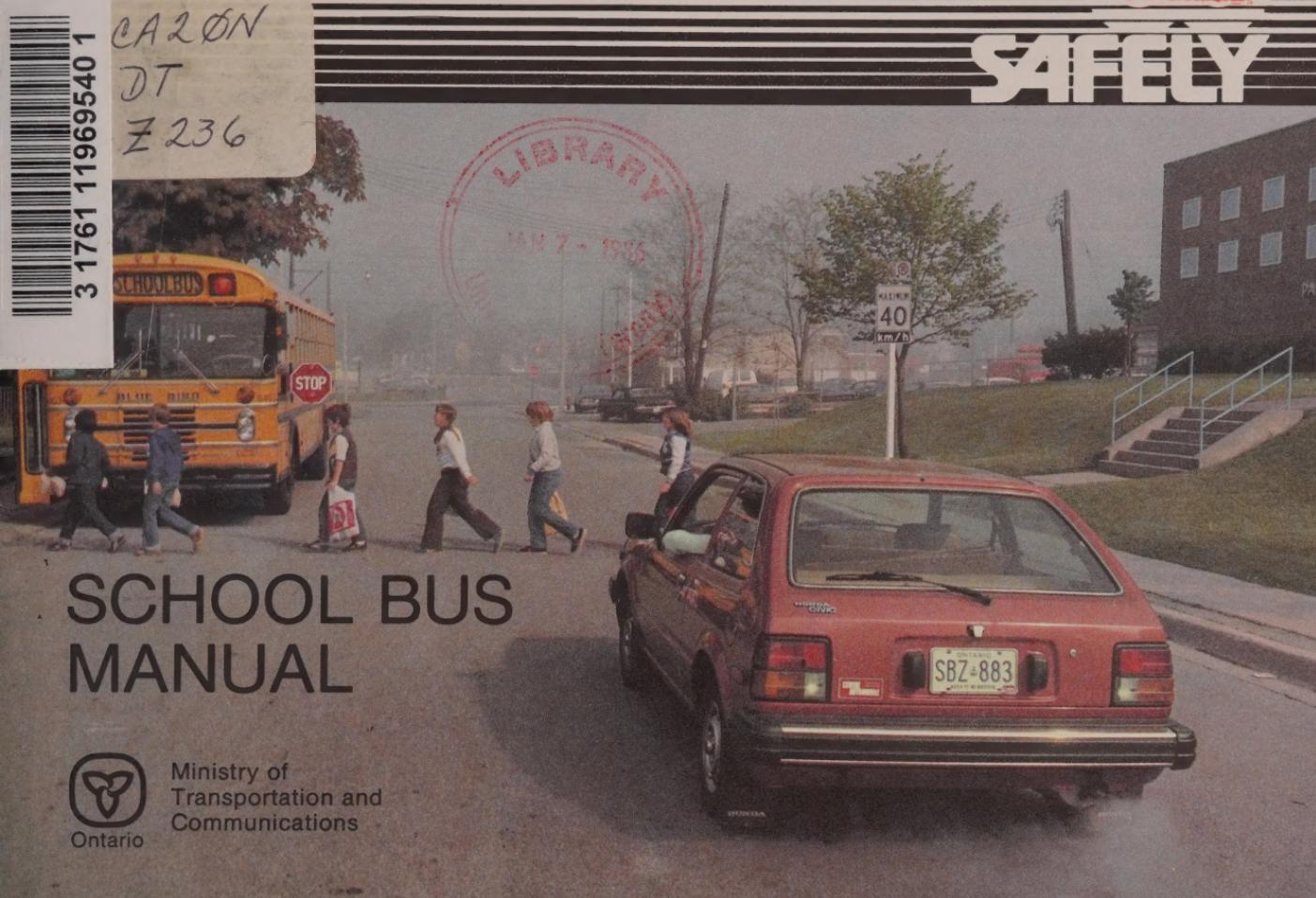


Government
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SCHOOL BUS MANUAL

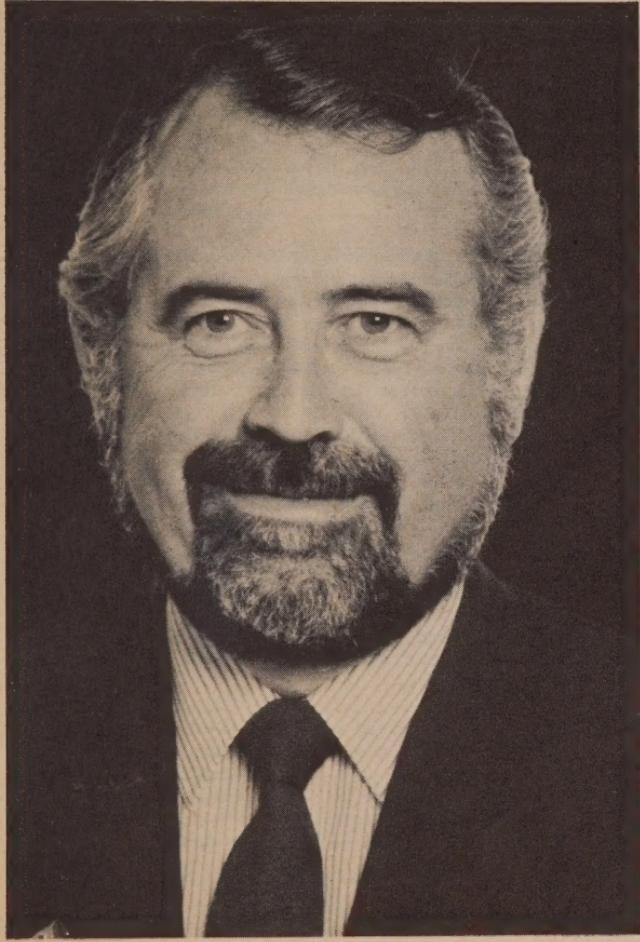


Ministry of
Transportation and
Communications

This manual is only a guide

For official purposes, please refer to
the Ontario Highway Traffic Act and
Regulations and the Public Vehicles
Act and Regulations.

Prepared and issued without charge by the
Ministry of Transportation and Communications,
Ontario.

A black and white portrait photograph of Ed Fulton, a man with dark hair and a well-groomed, full beard and mustache. He is wearing a dark suit jacket over a light-colored, striped shirt and a dark tie. The photo is set against a dark background.

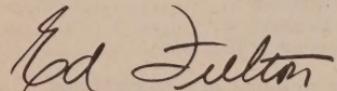
MINISTER'S MESSAGE

Every school day, Ontario's fine complement of school bus drivers travel our streets and highways, transporting almost 600,000 children to and from school, as well as mentally retarded adults to and from training centres.

School bus safety is the result of a team effort on the part of the members of local school boards, riders, other motorists using the highway, and the drivers themselves who know and follow the rules of the road — all to ensure the safety of their "special" passengers.

This manual is a guide for those involved in school bus transportation. It explains the requirements of Ontario's laws for special driver licence qualifications and the operation of these vehicles. It also offers defensive driving techniques and safe operating practices.

By following these practices, each day's trip to and from schools or training centres will be a safe and enjoyable one for both drivers and passengers.

A handwritten signature in black ink that reads "Ed Fulton". The signature is fluid and cursive, with "Ed" on the first line and "Fulton" on the second line.

Ed Fulton
Minister of Transportation
and Communications

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LEGISLATION

The following Acts and regulations made thereunder each govern certain aspects of the movement of both passengers and property.

1. The Highway Traffic Act and regulations govern the driver, the vehicle and equipment weight and size of load, etc.
2. The Public Vehicles Act and regulations control the movement of people on the highways by bus.

It is not the intention of this booklet to discuss or explain these Acts and regulations but rather to provide an applicant with the basic knowledge required of the drivers of these vehicles.

DEFINITIONS

Bus: a motor vehicle designed for carrying ten or more passengers and used for the transportation of persons.

School Purposes Bus:

- (i) a bus while being operated by or under contract with a school board or other authority in charge of a school for the transportation of children, or
- (ii) a school bus, as defined in subsection 151 (1) of the Act. O. Reg. 462, s. 1; O. Reg. 597/82, s. 1; O. Reg. 488/84, s. 1; O. Reg. 725/84, s. 1.

School Purposes Vehicle: a station wagon, van or bus, operated by or under contract with a school board or other authority in charge of a school or a chrome yellow school bus.

School Bus: a chrome yellow bus that is used for the transportation of,

- (i) children
- (ii) mentally retarded adults to or from a training centre,

that bears on the front and rear thereof the words "school bus" and on the rear thereof the words "do not pass when signals flashing".

Median Strip: that portion of a highway so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or an unpaved strip of ground.

Highway: includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof; 1983, c. 63, s. 1 (1).

Roadway: that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively.

PART A — THE DRIVER

Requirements for Qualification:

There are two classes of driver's licences for school purposes buses, determined by the designed seating capacity of the bus. An applicant for a class "B" or "E" driver's licence shall:

1. Be at least 21 years of age;
2. Meet medical and vision standards;
3. Must not be classed as a probationary driver;
4. Have successfully completed a driver improvement course approved by the Minister;
5. Have knowledge of bus equipment maintenance and passenger safety and control;
6. Pass an M.T.C. Driver Examination or obtain a certificate of competence from a recognized authority by passing a vision screening, written test and a driving test in a bus of appropriate size.
7. Not have accumulated more than six demerit points on his/her driving record;
8. Not have had a driver's licence under suspension at any time within the preceding 12 months as a result of having been convicted or found guilty of:
 - (a) driving under suspension [35];
 - (b) speeding over 50 km above the limit [109 (14)];
 - (c) careless driving [111];
 - (d) racing on a highway [148];
 - (e) leaving the scene of an accident [174];
 - (f) a Criminal Code of Canada offence; committed by means of a motor vehicle or while driving or having the care or control of a motor vehicle;

HOW TO OBTAIN A CLASS "B" OR "E" DRIVER'S LICENCE:

9. Not have been convicted or found guilty within the preceding five years of two or more offences under the Criminal Code (Canada) committed on different dates by means of a motor vehicle or while driving or having the care or control of a motor vehicle;
10. Not have been convicted or found guilty within the preceding five years of certain sexual or morals offences under the Criminal Code of Canada;
11. Not have been convicted or found guilty within the preceding five years under section 4 or 5 of The Narcotic Control Act (Canada).
12. Not have been convicted or found guilty of any offence for conduct that affords reasonable grounds for believing that he will not properly perform his duties, or is not a proper person to have custody of children.

In addition, a holder of a class "B" or "E" driver's licence may not accumulate more than eight demerit points.

1. From any driver examination office, obtain a school bus driver's licence kit, which includes application, medical examination report, and study material.
2. Take the medical report to a physician of your choice. When the medical examination has been completed, return the report to the driver examination office selected for your tests. Arrangements will be made for the time and date of your tests, provided the medical report is satisfactory.
3. You are required to pass the following:
 - a) Vision screening;
 - b) Traffic signs recognition test;
 - c) Test on the operation of a school bus;
 - d) Driving test in a bus of appropriate seating capacity.

DRIVING A SCHOOL BUS

Anyone who drives a school bus must be aware of the importance of their job and understand and practice the "rules of the road". In addition, there are defensive driving practices, loading and unloading procedures, and special precautions which must be practised.

DEFENSIVE DRIVING:

The rule for defensive driving is "look ahead, think ahead, act ahead".

The defensive driver is one who:

1. Keeps eyes moving and sees what is happening far ahead and to the sides;
2. Keeps constantly alert;
3. Checks the mirrors frequently;
4. Recognizes possible danger far enough in advance to take preventive action smoothly, with a margin for error;
5. Makes allowances for the errors of other drivers and pedestrians;
6. Gives up the right-of-way if it will avoid possible danger to the passengers;
7. Makes allowance for weather and road conditions;
8. Shows courtesy to other road users;
9. Wears the seat belt;
10. Uses the headlights to make sure the bus is easily seen at twilight, in rain, snow or other reduced visibility conditions.

LOADING AND UNLOADING

Loading and unloading is a critical operation and will become meaningless if done carelessly.

The driver is required to activate the *red signal lights* prior to stopping for the purpose of loading or unloading. As soon as the bus is stopped, the driver shall activate the *school bus stop arm*. The school bus must remain stopped with the lights flashing and the stop arm extended until all passengers who must cross a highway have completed the crossing.

The law applies everywhere regardless of the posted speed limit — on highways, county roads, city, town or village streets. Motorists *meeting* a stopped school bus with red lights flashing must stop unless they are on a highway divided by a median strip. Motorists *overtaking* a stopped school bus with red lights flashing on any highway, must always stop at least 20 metres before reaching the bus. In both cases, motorists may not proceed until the bus resumes motion, or the lights have stopped flashing.

Conviction for failure to stop when required carries a fine of \$100 to \$500 for a first offence; for each

subsequent offence a fine of \$250 to \$1,000, or imprisonment for up to six months, or both. In every case, there is an assessment of 6 demerit points.

When loading or unloading at *traffic signal lights*, the driver must not activate the red flashing lights or extend the stop arm on the school bus. The stop should be made as close as possible to the intersection, close to the curb or edge of the roadway and the passengers cautioned to obey the traffic signal lights.

If a driver needs to stop near an intersection with traffic signal lights and use the flashing red lights and stop arm, the stop should be made at least 75 m from the intersection.

At a *school bus loading zone*, the driver must stop the school bus close to the right curb or edge of the roadway between the signs setting out the limits of the zone. Within this zone, the flashing lights and stop arm must not be operated. No bus shall be stopped for loading or unloading on the opposite side of the highway from the school bus loading zone.

LOADING AND UNLOADING (Cont'd.)

The school bus stopping law applies only to chrome yellow school buses with proper markings and signals as defined in Section 151 of the Highway Traffic Act. Drivers of other school purposes buses must realize they do not have the protection of this law. They must be particularly careful in choosing places to stop and in controlling the movements of their passengers.

The driver should ensure that the following rules are observed:

1. Passengers should not be loaded or unloaded on a steep grade or curve. There should be a clear view of the road in each direction for at least 150 metres (500 feet);
2. On entering the bus, passengers should go directly to their seats and sit down before the bus resumes motion;
3. Passengers should remain in their seats until the bus has come to a full stop;
4. Passengers should not enter or leave the bus while it is in motion;
5. Passengers should not be allowed to occupy a position that would obstruct the vision of the driver to the front, sides or rear;
6. Drivers *should not* back up their vehicles on school grounds or at loading or unloading stops or zones without proper guidance and signals from a responsible person outside the bus;
7. The school bus should stop on the travelled portion of the roadway to load or unload passengers;
8. The bus should not be loaded beyond its licensed capacity;
9. Passengers leaving the vehicle should cross only in front of the school bus and approximately three metres (10 feet) from the front;
10. The passengers should look for the driver's signal indicating it is safe to cross;

LOADING AND UNLOADING (Cont'd.)

11. Before crossing, passengers should look both ways before stepping into the roadway and continue to watch for traffic;
12. Passengers should always cross the roadway at right angles, never diagonally;
13. Passengers should walk, never run, when crossing the roadway.

SPECIAL PRECAUTIONS

1. Starting and stopping a bus should be a gradual and smooth operation. Use the hand brake to assist smooth starts on an upgrade. Thinking ahead can eliminate the need for sudden stops.
2. Adverse weather requires all drivers to adjust their driving habits to suit conditions, exercising exceptional care. Noise, worries and other distractions slow down a driver's ability to react to emergencies. So, slow down and keep more clear space around the bus.

3. Such hazards as narrow roads, sharp turns, narrow bridges, rough roads and severe dust conditions should be anticipated, recognized, and safely met.
4. The bus should be properly ventilated, and heated when necessary.
5. No lunch pails, books or parcels should be in the aisles or step wells at any time.
6. All doors should be closed and secured when the bus is in motion.
7. The driver should never permit an unauthorized person to occupy the driver's seat, operate the bus, or any of its controls.

SPECIAL PRECAUTIONS (Cont'd.)

8. Buses must stop at least five metres (15 feet) from the nearest rail at all unprotected railway crossings. While stopped, the driver must open the bus door and look and listen for any approaching trains. The driver must not change gears when the bus is actually crossing the tracks. The flashing lights and stop arm must not be activated in this situation.
9. When stopped, waiting at an intersection or railway crossing, it is a safe practice to place the gearshift in neutral and release the clutch.
10. Drivers should never leave their vehicles without first stopping the engine, setting the brakes, putting the transmission in its lowest gear or park position, and removing the ignition key.

EMERGENCY PROCEDURE:

The driver is responsible for the safety of both bus and passengers. Selected passengers can be of great assistance in an emergency, but only under the direction of the driver. He/she should make certain the proper emergency equipment (as required by the regulations made under the Highway Traffic Act) is in the bus and readily accessible. A supply of cards should be carried with telephone numbers to be called in the event of an emergency, including procedures for a stall or breakdown.

STALL OR BREAKDOWN PROCEDURE

If the bus stalls or breaks down on the highway, the driver should quickly and calmly take the necessary actions to safeguard the passengers and other motorists.

1. The bus should be brought to a stop as far off the roadway as possible. Passengers may remain in the bus if it is stopped in a safe location.
2. A driver unable to determine or correct the trouble should remain with the vehicle and request a responsible person to seek aid.
3. Flares, lamps, lanterns or portable reflectors approved by the Ministry as required by the Highway Traffic Act, must be set out at a distance of approximately 30 metres (100 feet) in advance of the vehicle and 30 metres (100 feet) to the rear. They must be visible for a distance of 150 metres (500 feet) in each direction.

WHAT TO DO IN CASE OF A COLLISION:

In addition to those procedures required for a stall or breakdown, the following should be noted:

1. If the bus has been involved in a collision, the driver should immediately stop and investigate;
2. He/she should turn off the ignition and check for fire. There should be no smoking or open flame near the vehicles;
3. Warning flares or reflectors should be set out immediately;
4. Render first aid and call for an ambulance, if necessary;
5. Police must be notified if there have been any personal injuries or property damage apparently exceeding \$700;
6. The driver should collect the information necessary for a complete and detailed report of the collision and, on request, give to other parties, witnesses, or police, full particulars as to his/her name and address; the name and address of the registered owner of the vehicle and the vehicle permit number.

FIRE

Generally speaking there are three causes of vehicle fires:

1. Leaking fuel;
2. Electrical shorts;
3. Overheated brakes

Each requires a particular technique to extinguish, thus every driver should be thoroughly familiar with such techniques and capable of using them. It is important to remember:

1. Passengers should be removed from the bus quickly and in an orderly manner;
2. Passengers should be directed to a place of safety.

EVACUATION:

Evacuation drill should be practised until passengers and driver become familiar with the routine so an orderly and speedy evacuation of the bus is routine.

Such drill should be done on the school grounds — never on a busy street or highway.

DRIVER'S CIRCLE CHECK

All drivers must make a thorough stationary and operating inspection of their bus every day. They must continue to check all systems throughout the day because the condition of the bus can change. Continued alertness will permit any driver to spot trouble before it results in a breakdown or accident.

The law requires a vehicle transporting six or more children to and from school and operated under contract with a school board or other authority in charge of a school, to be equipped with a log book. The driver records in the log book the results of the daily inspection. (For more information, reference should be made to section 4 of Regulation 484 - Page 31).



DRIVER'S CIRCLE CHECK (Cont'd)

Outside Inspection

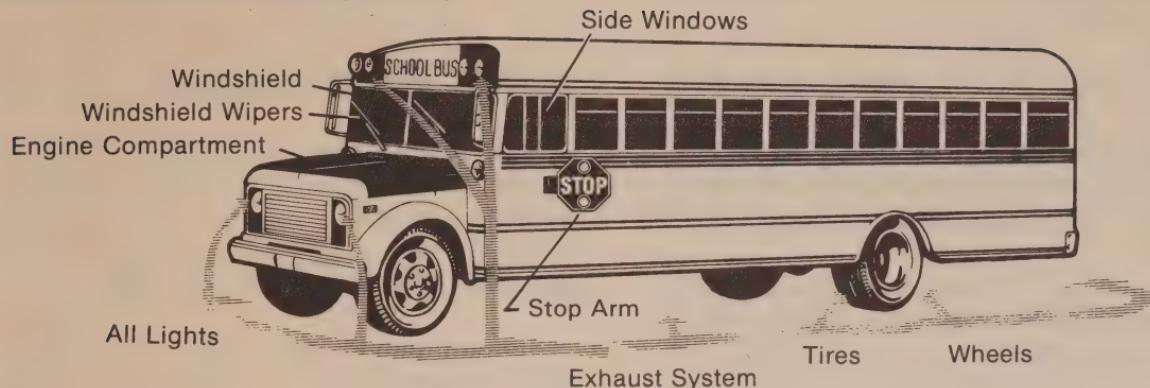
1. Alternating lights, front;
2. Headlights; directional, parking and clearance lights;
3. Windshield and wipers;
4. Engine compartment;
5. Tires;
6. Exposed wheel nuts, lugs and studs;
7. Exhaust system (for leaks);
8. Alternating lights, rear;
9. Directional, stop, tail and clearance lights;
10. Emergency exit;
11. Rear windows (for cleanliness);
12. Entrance door;
13. Body condition (for sharp edges);
14. Fuel system (for leaks);
15. Signs (for cleanliness and legibility).
16. Stop Arm;

Inside Inspection

1. Steering wheel (for excessive play);
2. Brake pedal reserve and fade;
3. Brake booster operation;
4. Brake failure warning light;
5. Parking Brake on;
6. Brake air pressure or vacuum gauge;
7. Warning signal, low air pressure/vacuum;
8. Interior (for exhaust fumes);
9. Alternating lights, switch and signal device;
10. Directional and hazard lights, switch and pilot;
11. Interior lights;
12. Windshield washer and wipers;
13. Windshield and windows;
14. Mirrors, adjustment and condition;
15. Defroster and heaters;
16. Horn;
17. Stop arm mechanism;

DRIVER'S CIRCLE CHECK (Cont'd.)

OUTSIDE



Inside Inspection (Cont'd.)

18. Driver's seat belt and seat security;
19. Service door and controls;
20. Passengers seat security;
21. Emergency exit and warning signal;
22. Floor covering (tripping hazards);
23. Fire extinguisher;
24. Axe or claw bar;
25. First aid kit;
26. Flares, fuzees or reflectors;

27. Interior (for cleanliness);
28. Passenger seat belts (if so equipped).

Final Check Before Driving Onto The Highway

1. Driver's seat belt fastened;
2. Drive forward and brake to stop;
3. Additional check of all gauges — heat, oil and vacuum, etc.;
4. Complete log book entry.

THE DAILY ROAD CHECK

(while driving the bus)

A planned road check will provide an evaluation of the steering, suspension, clutch, transmission driveline, and other components. It can also determine whether the engine performs properly under load; if the brakes provide adequate stopping power.

A road check can be carried out on the way to pick up the first passengers.

Engine Check:

Be alert for any unusual engine noises, vibrations or a lack of normal responses.

Test Parking Brake:

To check the effectiveness of this brake, attempt to move the bus forward slowly, while the parking brake is on. If it moves easily, the parking brake is not holding properly and should be repaired. It should be stressed that driving with the parking brake on is the most frequent cause of parking brake failure.

Check Transmission Operation:

A manual transmission should allow for easy and smooth gear changes. An automatic transmission should not slip excessively.

Standard Transmission - Check Clutch:

The clutch should engage easily and smoothly without jerking, slipping excessively, or chattering. Never "ride" the clutch pedal. A properly adjusted clutch pedal should have some "free play" when the pedal is fully released.

While changing gears, carefully control the speed of the engine so the shift may be completed without jerking or excessive clutch slippage. Erratic or careless gear shifting wears out the clutch and reduces its service life.

THE DAILY ROAD CHECK (Cont'd.)

Check the Brakes:

Test at low speeds, bringing the bus to a complete stop. The bus should stop in a straight line. There should be no pulling to one side or excessive noise. Note any excessive pedal pressure or sponginess. Do not operate the bus until such conditions have been repaired.

Check the Steering:

Look for jerking or excessive play in the system. Power steering should be quiet, and the bus should steer easily in turns or when going over bumps. Look for unusual ride or handling.

Check the Suspension:

Broken springs, ruptured air bags and faulty shock absorbers may cause sag, bouncing, bottoming and excessive sway during manoeuvres.

Stay Alert to the Condition of Your Bus:

Drivers should quickly sense the "thump-thumping" of a flat tire, or one underinflated. Again, recognize unusual noises or abnormal handling characteristics.

SAMPLE SCHOOL BUS QUESTIONS

1. Except when passing, how many metres (feet) must be maintained between school buses travelling in the same direction on the highway outside a city, town or village?
2. When a school bus becomes disabled on a roadway during the period when lights are required, flares or reflectors must be placed to the front and rear of the vehicle at an approximate distance of?
3. When crossing railway tracks not protected by gates or railway crossing signal lights, a driver of a school bus must?
4. When approaching a level railway crossing, not protected by gates or railway crossing signal lights, a driver of a school bus must?
5. Where is the stop arm located on a school bus?
 1. left side
 2. right side
 3. rear
 4. front
6. The most important factor on which a school bus driver should base the safe driving speed is?
7. Upon entering the bus, what should passengers do before the bus resumes motion?

SAMPLE SCHOOL BUS QUESTIONS (Cont'd.)

8. What is the most important concern to a school bus driver?
9. Retread tires on school buses can be used?
10. At what distance must a driver stop his/her vehicle when overtaking a stopped school bus with its red signal lights flashing?
11. A school bus driver stopped to receive or discharge children in a school bus loading zone must?
12. When stopping to pick up or discharge passengers, a school bus driver must?
13. What must a driver of a school bus do before entering a highway from a private road or driveway?

PART B — THE VEHICLE

A Public Vehicle (School Bus) Operating Licence: is required under the Public Vehicles Act when a vehicle is operated beyond the corporate limits of an urban municipality for the transportation of pupils for compensation to and from school.

How to apply for a Public Vehicle (School Bus) Operating Licence:

- (I) Application forms may be obtained from any of the following offices:
 - (a) Highway Carrier Licensing Office, Ministry of Transportation and Communications, Main Floor, East Building 1201 Wilson Avenue, Downsview, Ontario M3M 1J8
 - (b) Any MTC Drivers and Vehicles District Office.
- (II) Complete the application forms in duplicate and submit with a fee of \$15.00.
- (III) Attach copy of contract between applicant and school board.

Note: If arrangements for transportation are between applicant and individual parents of pupils, attach list of names of parents and addresses, with the terms of transportation agreement.

- (IV) Enclose map of route to be operated, outlining:
 - (a) Numbers of King's Highways and secondary highways;
 - (b) Direction and distance travelled on each highway;
 - (c) Starting and finishing points, noting address (lot, concession and township);
 - (d) Description of route, written — to be attached to map.

Upon the issuance of the Public Necessity and Convenience Certificate by the Ontario Highway Transport Board, the Ministry will advise you of additional requirements.

ADDITIONAL REQUIREMENTS:

1. An application for a licence for each vehicle to be operated. (For completion and return with vehicle permit.)
2. School purposes vehicles must display valid inspection stickers as evidence of compliance with the inspection requirements.
3. For each vehicle operated by him a licensee shall provide or effect and carry with an insurer licensed under the Insurance Act at least,
 - (a) the motor vehicle liability insurance required by section 219 of the Insurance Act;
 - (b) insurance in the amount of \$5,000 for damage to property of all passengers; and,
 - (c) for a vehicle with the seating capacity set out in column 2 of the Table, the amount of insurance against loss or damage resulting from bodily injury to

or death of one or more passengers that is set opposite thereto in column 1.

TABLE

	Column 1	Column 2
Item	Amount of Insurance	Seating capacity for passengers of each vehicle
1	\$ 500,000	1 to 7 passengers
2	1,000,000	8 to 12 passengers
3	2,000,000	13 or more passengers

When all of the above items have been received, the Highway Carrier Licensing Office will then issue a Public Vehicle (School Bus) operating licence, and a vehicle licence and plate, which must be displayed on each vehicle operated. An operating licence expires on the first day of July in each year unless on or before that day the licensee has applied for and acquired vehicle licences for the current year.

CARE AND MAINTENANCE OF THE SCHOOL BUS

Mechanical Fitness of School Purposes Vehicles:

Regulations under the Highway Traffic Act require the periodic inspection of every station wagon, van or bus operated by or under contract to a school board or other authority in charge of a school for the transportation of six or more children between their homes and schools. Also where a chrome yellow school bus is transporting children between their homes and churches or mentally retarded adults between their homes and training centres, the periodic inspection requirements apply.

These vehicles must display valid inspection stickers as evidence of compliance with the inspection requirements. The safety inspection sticker is valid for six months after the month of inspection; the brake inspection sticker is valid for 12 months after the month in which the brakes were checked and certified.

The prescribed inspection must be carried out in a licensed motor vehicle inspection station. Authorized inspection mechanics perform the inspection and affix stickers to vehicles found to be satisfactory.

Copies of the inspection procedure and standards can be obtained from any MTC Drivers and Vehicles district office.

A Clean School Bus:

A driver should maintain the vehicle in a clean and sanitary condition. Passengers will take pride in a bus which is neat and clean, and their co-operation can be more easily obtained.

Daily Cleaning Routine:

The floor should be swept, seats dusted and inspected for damage and breakage. The side windows, windshield and mirrors should be cleaned; lights and reflectors cleaned.

Weekly Cleaning Routine:

Floors and seats should be washed. The exterior should be washed and paint inspected. Door hinges and operating mechanisms should be oiled and checked.

PLANNING THE ROUTES

Familiarity with area to be served:

The owner and driver of a school bus should be thoroughly familiar with the area to be served. When route layouts are considered the driver should assist and make recommendations to the school board, parents and, where applicable, the owner. The best planned route is the safest. Information on the route should be available to everyone affected by the service.

Below are factors which could be considered when laying out routes and planning schedules:

1. Age, health and physical condition of the passengers;
2. Condition of the roads to be travelled;
3. School schedule;
4. Distances between homes and school;
5. Distances between homes and routes;
6. Safety of walking routes between homes and routes;
7. Number and size of available buses;
8. Number of passengers to be served;
9. Size of area;
10. Location of bus stops;
11. Seasonal conditions (such as snowbanks);
12. Location of safe turn-around points.

Planning school bus routes:

1. Bad curves, steep hills, rough roads, narrow bridges, railroad crossings and other hazards should be examined carefully.
2. Bus stops should be arranged and free from physical hazards;
3. Buses should be routed as near to the homes of passengers as traffic, time and convenience permit;
4. Consideration should be given to arranging the route to pick up and discharge the passengers on the home side of the road, eliminating or reducing the number of passengers forced to cross the road;
5. After careful study, a policy should be established and followed;
6. A time schedule should be prepared and followed;
7. Turn-around points should be safe in all weather, both in terms of firm traction and visibility to oncoming traffic.

LAWS AND REGULATIONS PERTAINING TO THE OPERATION OF SCHOOL BUSES

LAWS AND REGULATIONS

HIGHWAY TRAFFIC ACT — LAW RELATING TO SCHOOL BUSES

SECTION 150

(1) The driver of,

- (a) a bus, when transporting children to and from school; or
- (b) a public vehicle,

upon approaching on a highway a railway crossing that is not protected by gates or railway crossing signal lights or unless otherwise directed by a flagman, shall stop such vehicle not less than 5m (15') from the nearest rail of the railway and, having stopped, shall look in both directions along the track and open a door of the vehicle and listen for any approaching train and, when it is safe to do so, shall cross the railway track in a gear that he will not need to change while crossing the track and he shall not change gears while crossing.

Note: Penalty is a fine of not less than \$20 (3) and not more than \$100.

being operated by or under a contract with a school board or other authority in charge of a school for the transportation of children to or from school, includes students of the school;

- (b) "school" does not include a post-secondary school educational institution;
- (c) "school bus" means a chrome yellow bus that is used for the transportation of,
 - (i) children, or
 - (ii) mentally retarded adults to or from a training centre,

that bears on the front and rear thereof the words "school bus" and on the rear thereof the words "do not pass when signals flashing".

(2) For the purposes of subsection (3), a motor vehicle shall be deemed to be a bus if it is or has been operated under the authority of a permit issued under section 7 for which a bus fee was paid.

No bus, other than a school bus, shall be painted chrome yellow.

No motor vehicle, other than a school bus, shall bear the words "do not pass when signals flashing" or the words "school bus".

Every driver or street car operator when meeting on a highway, other than a highway with a median strip, a stopped school

bus that has its red signal-lights flashing, shall stop before reaching the school bus and shall not proceed until the school bus moves or the signal-lights have stopped flashing.

(6) Every driver or street car operator when overtaking on a highway a stopped school bus that has its red signal-lights flashing, shall stop at least 20 metres before reaching the school bus and shall not proceed until the school bus moves or the signal-lights have stopped flashing.

(7) Subject to subsection (10), every driver of a school bus on a highway,

(a) who is about to stop for the purpose of receiving or discharging children or mentally retarded adults, shall actuate the red signal-lights on the bus;

(b) as soon as the bus is stopped, for a purpose set out in clause (a), shall actuate the school bus stop arm; and

(c) while the bus is stopped, for a purpose set out in clause (a), shall continue the signal-lights and stop arm in operation,

and subsection 147.(1) does not apply to a driver who stops in accordance with this subsection.

(8) Where a school bus driver has stopped, on a highway that does not have a median strip, for a purpose set out in clause (7) (a), the driver shall continue the signal-lights and stop arm in operation until all pas-

SECTION 151

(1) In this section,

(a) "children" means,

- (i) persons under the age of eighteen, (5) and
- (ii) in the case where a school bus is

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gers leaving the bus who are crossing the highway have completed the crossing.

(9) Subsections (7) and (8) do not apply where the bus is stopped at a place where a signal-light traffic control system is in operation.

(10) In accordance with the regulations, a council of a municipality may by by-law designate school bus loading zones on highways under its jurisdiction to which subsection (7) does not apply.

(11) No by-law passed under subsection (10) becomes effective until the highways or portions thereof affected are marked to comply with this Act and the regulations.

(12) No person shall actuate the red signal-lights or the stop arm on the school bus on a highway under any circumstances other than those set out in subsection (7).

(13) No person shall stop a school bus on a highway for the purpose of receiving or discharging children on a highway,

(a) opposite a designated school bus loading zone; or

(b) at a designated school bus loading zone, except as closely as practicable to the right curb or edge of the roadway.

(14) The words on a school bus "do not pass when signals flashing" and "school bus" shall be concealed while the bus is operated on a highway during a trip that does

not involve, at any time during that trip, the transportation of mentally retarded adults to or from a training centre or of children.

(15) Every school bus transporting, on a highway, children to or from school or mentally retarded adults to or from a training centre shall have the words "school bus" and "do not pass when signals flashing" exposed.

(16) Where a school bus is transporting children other than to or from a school, the words "school bus" and "do not pass when signals flashing" may be exposed or concealed.

(17) The Lieutenant Governor in Council may make regulations,

(a) respecting the operation of vehicles used for transporting children or for transporting mentally retarded adults to or from a training centre;

(b) prescribing the type, design and colour of vehicles referred to in clause (a) and the markings to be displayed thereon;

(c) requiring the use of any equipment on or in vehicles referred to in clause (a) and prescribing the standards and specifications of such equipment;

(d) prescribing the qualifications of drivers of vehicles referred to in clause (a) and prohibiting the operation thereof by unqualified persons;

(e) requiring the inspection of vehicles referred to in clause (a);

(f) respecting the designation of school bus loading zones, the location thereof, the erection of signs and the placing of markings on highways;

(g) prescribing the books and records that shall be kept by persons who operate vehicles used for transporting children or mentally retarded adults;

(h) requiring the retention of prescribed books within vehicles and prescribing the information to be contained and the entries to be recorded in the books.

(18) Any regulation made under subsection (17) may be general or particular in its application.

(19) Every person who contravenes subsection (5) or (6) is guilty of an offence and on conviction is liable,

(a) for a first offence, to a fine of not less than \$100 and not more than \$500; and

(b) for each subsequent offence, to a fine of not less than \$250 and not more than \$1,000 or to imprisonment for a term of not more than six months, or to both.

(20) An offence referred to in subsection (19) committed five years or longer after the date of a previous conviction for either of the offences referred to in subsection (19) is not a subsequent offence for the purpose of clause (19) (b).

REGULATION 484

(1) Every school bus (as defined in subsection (151) (1) of the Act, or while being operated by or under a contract with a school board or other authority in charge of a school for the transportation of children) shall,

- (a) display the words "school bus" on the front and rear thereof placed as near as is practicable to the top of the vehicle in a clearly visible position in black letters at least 200 millimetres high with the lines forming the letters being at least 32 millimetres wide on a yellow background;
- (b) display the words "do not pass when signals flashing" on the rear thereof placed below and as near as is practicable to the words "school bus" in a clearly visible position in black letters not less than 75 and not more than 125 millimetres high with the lines forming the letters having a width of not less than one-sixth of the height of the letters on a yellow background;
- (c) be equipped with signal lights that have an effective illuminating area of at least 7740 square millimetres, that produce a light of an intensity that is clearly visible at a distance of at least 152 metres and that are attached and operated as follows:
 1. Two signal lights shall be placed on

the front of the bus in as high a position as is practicable and shall, when operating, alternately produce flashes of red light visible only from the front of the bus.

- 2. Two signal lights shall be placed on the rear of the bus in as high a position as is practicable and as far apart as is practicable and shall, when operating, alternately produce flashes of red light visible only from the rear of the bus.
- 3. The signal lights prescribed in paragraphs 1 and 2 shall be actuated by a control device accessible to the driver and equipped to give him a clear and unmistakable signal either visible or audible when the signal lights are operating;
- (d) be equipped with a first aid kit, being a sturdy dustproof metal or plastic container containing:
 - (i) four packets each containing four hand cleansers and twelve gauze cleansing pads,
 - (ii) 150, individually wrapped, twenty-five-millimetre by seventy-five-millimetre, adhesive dressings,
 - (iii) eight fifty-millimetre compress dressings,
- (e) in the case of a school bus manufactured on or after the 1st day of September, 1975, having a seating capacity for twenty-four or more passengers, be equipped with,
 - (i) a convex cross-over mirror, at least 190 millimetres in diameter, securely mounted so that the seated driver may see the reflection of the area immediately in front of the front bumper of the bus, and

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- (ii) a convex right front side-view mirror, securely mounted on the roof, right windshield corner post or exterior right rear-view mirror so that the seated driver may observe the reflection of the ground surface immediately adjacent to the right front wheel of the bus;
- (f) in the case of a school bus manufactured on or after the 1st day of September, 1975, having a seating capacity for twenty-four or more passengers, have,
 - (i) the chassis and the front bumper painted black, and
 - (ii) the hood, grill and outside surfaces that are in direct line with the seated driver's vision painted lustreless black; and
- (g) in the case of a school bus manufactured on or after the 1st day of December 1982, have,
 - (i) the chassis and the front bumper painted black, and
 - (ii) the hood, grill and outside surfaces that are in direct line with the seated driver's vision painted lustreless black. O. Reg. 598/82, s. 1, part; O. Reg. 336/83, s. 1; O. Reg. 487/84, s. 1.
- (2) On and after the 1st day of September, 1983, every school bus referred to in subsection (1) shall be equipped with a stop arm device that complies with the requirements set out in subsection (3).
- (3) A stop arm device shall,
 - (a) be at least 450 millimetres high and 450 millimetres wide and octagonal in shape;
 - (b) display on the front and rear thereof the word "STOP" in white letters at least 150 millimetres high with the lines forming the letters being at least twenty millimetres wide on a red reflectorized background;
 - (c) be equipped with double-faced lamps located in the top and bottom portions of the stop arm, one above the other, that are automatically activated so as to produce alternating flashes of red light, visible to the front and rear of the bus, at the commencement of the stop arm cycle and deactivated when the stop arm is retracted;
 - (d) be installed on the left outside of the bus body and be mounted so as to be readily seen by motorists approaching from the front or rear of the bus when the stop arm is in the extended position;
 - (e) operate automatically so as to move to the fully extended position when the service door of the bus is opened and return to the retracted position when the door is closed; and
 - (f) operate only when the alternating light circuit on the front and rear of the bus is energized. O. Reg. 598/82, s. 1, part.

2. (1) No person shall sell or offer to sell a new school bus having a seating capacity for twenty-four or more passengers that has a body or chassis manufactured before the 1st day of December, 1982 and does not conform to the Canadian Standards Association Standard D250, 1-1975 or D250-M 1982.

(2) No person shall sell or offer to sell a new school bus that has a body and chassis manufactured on or after the 1st day of December, 1982 and does not conform to the Canadian Standards Association Standard D250-M 1982. O. Reg. 19/83, s. 1.

3.(1) No bus shall be operated by or under contract with a school board or other authority to transport children to or from school and no school bus shall be operated by or under contract with a school board or other authority to transport children to or from school and no school bus shall be operated unless,

- (a) It is equipped with an interior mirror designed to provide the driver with a view of the passengers and two exterior rear view mirrors, one on the left and one on the right of the vehicle set to give the driver a clear view past the left rear and right rear of the vehicle;

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- b) it is equipped with tire chains or snow tires for each driving wheel that is not of the dual type that are placed on the wheels when the conditions of the highway require their use;
- c) it is equipped with an accurate speedometer placed to indicate to the driver the speed of the vehicle at all times;
- d) it has a body floor constructed and insulated to prevent exhaust gases of the engine from entering the passenger compartment of the vehicle.
- e) it is equipped with two windshield wipers that operate at a constant speed and an effective defrosting device that provides clear vision through the windshield and the windows on the left and right sides of the driver;
- f) it is equipped with a light or lights arranged to provide light to the whole of the interior except the driver's position, and that are constantly lighted during darkness when there are passengers in the vehicle;
- g) it is equipped with an axe or clawbar and an adequate fire extinguisher both securely mounted in such a manner and place as to be readily accessible;
- h) it is equipped with dependable tires that in the case of front tires have not been rebuilt;
- i) it is equipped with at least one door or exit and,

- (i) a door or exit for emergency use situated at the rear of the vehicle or near the rear on the left side of the vehicle and which has a door lock equipped with an interior handle which releases the lock when lifted up, or;
- (ii) subject to subsection (2), at least three pushout windows on each side of the passenger compartment of the vehicle each of which.
 - (A) has a minimum height of 500 mm and a minimum width of 760mm,
 - (B) is designed, constructed and maintained to open outwards when a reasonable amount of manual force is applied to the inside of the window, and
 - (C) displays on or adjacent to the window adequate directions for its emergency use. O. Reg. 484, s. 3 (1); O. Reg. 598/82, s. 2; O. Reg. 487/84, s. 2.

3.(2) A motor vehicle that is equipped in accordance with subclause 1(i) (ii) shall be equipped with an additional pushout window located in the rear of the vehicle. O. Reg. 484, s. 3 (2).

4.(1) A vehicle while being operated for the transportation of six or more children and operated by or under contract with a school board or other authority in charge of a school shall be equipped with a log book containing the following information:

1. Vehicle identification number.
2. Vehicle make.
3. Model year of the vehicle.
4. A list of the items set out in Schedules 1 and 2. O. Reg. 487/84, s. 3.

(2) The equipment and operating characteristics of each vehicle referred to in subsection (1) shall be inspected by its driver each day that the vehicle is operated as described in subsection (1).

(3) An inspection under subsection (2) shall include an inspection of the items set out in Schedules 1 and 2 if the vehicle is equipped with those items.

(4) Where an inspection under subsection (2) reveals a defect, the driver shall forthwith report the defect to the person responsible for maintaining the vehicle.

(5) Upon completing the inspection required by subsection (2), the driver shall record, in the log book referred to in subsection (1), the date of the inspection and any defects found on the inspection together with the name of the person to whom the defects were reported and shall sign the entry.

(6) The person who repairs a defect reported under subsection (4) shall record in the appropriate log book the date on which the repair was completed and shall sign the entry. O. Reg. 484, s. 4, (2-6).

5. Section 4 does not apply in respect of a bus operated by a municipality or a commission on behalf

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of a municipality,

(a) in regular transit service; or

(b) within the boundaries of the municipality.

O. Reg. 277/81, s. 1.

School Purposes Vehicles Inspection - Reg. 483

6.-(1) A school purposes vehicle while being used for the transportation of,

(a) six or more children or,

(b) mentally retarded adults.

is prescribed as a type of class of vehicle to which section 68 of the Act applies. O. Reg. 486/84, s. 1.

(2) A school purposes vehicle shall be inspected in accordance with the inspection requirements set out in Schedules 1, 2 and 4. O. Reg. 483, s. 6 (2).

(3) Where a school purposes vehicle has been inspected in accordance with the inspection requirements and complies with the performance standards set out in Schedules 1 and 4, in respect of a school purposes vehicle safety inspection, or Schedule 2, in respect of a brake inspection, as the case may be, the licensee of the station, a person authorized in writing by the licensee or the motor vehicle inspection mechanic who inspected the school purposes vehicle shall forthwith,

(a) on the front side of the brake inspection sticker indicate, in the required manner, the month and year of inspection;

(b) on the front side of the school purposes vehicle safety inspection sticker indicate, in the required manner, the type or class of vehicle, the month and year of inspection;

on the reverse side of the brake inspection sticker or school purposes vehicle safety inspection sticker, as the case may be, indicate in the required manner,

(i) the licence number of the motor vehicle inspection station,

(ii) the date of the inspection, and

(iii) the current number plate issued by the Ministry for the vehicle inspected; and

(d) remove any sticker relating to a previous similar inspection and affix the current sticker to the inner surface of,

(i) the windshield, as close as practicable to the lower right-hand corner and as close as practicable to the right-hand side of the vehicle, or

(ii) a fixed side window within sixty centimetres of the right forward windshield frame and as close as practicable to the lower edge but in no case lower than the lowest edge of the windshield. O. Reg 483 s. 6 (3); O. Reg. 527/84, s. 7 (1).

(4) A brake inspection sticker issued under this section is valid until and including the last day of

the twelfth month after the month indicated on the sticker.

(5) A school purposes vehicle safety inspection sticker issued under this section is valid until and including the last day of the sixth month after the month indicated on the sticker. O. Reg. 483, s. 6 (4, 5).

(6) Every motor vehicle that, upon sale or transfer, is issued with a safety standards certificate in accordance with section 2 and that, within thirty days of the date of issue of the safety standards certificate is inspected in accordance with the inspection requirements and complies with the performance standards set out in Schedule 4, thereby complies with the inspection requirements and performance standards prescribed by this regulation and the licensee, a person authorized in writing by the licensee or the motor vehicle inspection mechanic who inspected the vehicle shall affix to it a brake inspection sticker and a school purposes vehicle safety inspection sticker in the manner prescribed by subsection (3). O. Reg. 483, s 6(6) O. Reg. 527/84, s. 7(2).

THE PUBLIC VEHICLES ACT

23-(1) No driver or operator shall allow passengers to ride on the fenders or any other part of a public vehicle other than the seats thereof except that a vehicle may carry as standing passengers in the aisles thereof not more than one-third the number of persons for which seats are provided.



Ministry of
Transportation and
Communications
Ontario Hon. Ed Fulton, Minister